

## Office Superintendent

### **Job Description:**

### **Eligibility Criteria**

### **Qualification:**

Graduation from any HEC recognized University

### **Experience:**

15 years of experience / Ex JCO of PAF of Sectt Trade / Steno typist

### **Responsibilities/Requirements:**

Candidates having strong communication skills with experience in following domains are encouraged to apply.

1. Good command on English language
2. Letter Drafting / Typing
3. Proficiency in computer literacy[Command on MS Office software (Word/Excel/PowerPoint)]
4. Emailing & scanning of documents
5. Internal and external mail handling
6. Filing & documentation, Record up keeping
7. Office management

### **Remuneration**

Air University offers competitive salary package. Other benefits include membership of contributory provident fund scheme, medical insurance and pension program.

\*The Terminal degree must be attested from HEC

\*Only shortlisted candidates will be called for interview.

This position is Islamabad based only

<b>Required Qualification</b>	Graduation from any HEC recognized University
<b>Posted On</b>	03-Mar-2023
<b>Last Date</b>	16-Mar-2023
<b>Required Experience</b>	15 Years
<b>Required Skills</b>	Candidate must have related skills.

**Apply Online Here**

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